



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 95TH DIVISION (INSTITUTIONAL TRAINING)  
5316 SOUTH DOUGLAS BOULEVARD  
OKLAHOMA CITY, OKLAHOMA 73150-9704

REPLY TO  
ATTENTION OF

**S: 20 November 2004**

AFRC-TOK-PR (140)

28 August 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Announcement of Staff Officer Vacancies

1. Reference AR 140-10, Assignments, Attachments, Details, and Transfers.
2. Applications are now being accepted for the positions listed at enclosure 1. Visit the 95<sup>th</sup> Division (IT) at [www.usarc.army.mil/95thdiv](http://www.usarc.army.mil/95thdiv) for this announcement and other positions available in the 95<sup>th</sup> Division (IT).
3. Applicants will possess the following prerequisites:
  - a. Be presently in the grade for the position or selected for promotion.
  - b. Meet the physical fitness and height/weight standards as outlined in AR 350-15 and AR 600-9.
  - c. Have three (3) years of service remaining prior to mandatory removal date (waiverable).
  - d. Must reside within commuting distance (50 miles) of the advertised position vacancy. If not, the applicant must complete the statement shown at enclosure 5
4. Applications are to be submitted to this headquarters, ATTN: AFRC-TOK-PR (Mr Ryan), to arrive not later than 20 November 2004. The application will consist of the following items:
  - a. A transmittal letter depicting the position for which you desire to be considered. Include both business and home telephone numbers, as shown at enclosure 2.
  - b. Official photograph IAW AR 640-30 taken within the last twelve (12) months showing applicant in Class A uniform wearing all authorized awards and decorations. Applicant will prepare a standard label and type rank, name, SSN, height, weight, and date. This label will be signed by the applicant and affixed to the reverse bottom of the photograph.
  - c. Resume of Service Career, as shown at enclosure 3.

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- d. Verified up-to-date copy of DA Form 2B (PQR).
  - e. DA Form 2-1, signed and dated by the applicant or DA Form 4037 , (Officer Record Brief) for IMA/IRR Officers.
  - f. Copy of applicants last three (3) Officer Evaluation Reports (OER).
  - g. Commander's statement shown at enclosure 4.
  - h. Statement of Travel Distance, if applicable, shown at enclosure 5.
  - i. The application will be fastened to the right side of a plain manila folder with two prong (Eco) fastener (minus top). A label will be prepared and placed in the left edge of the manila folder with rank and name typed (see example).
5. Application packets may be forwarded directly to this headquarters.
6. Qualified applicants will be notified of the personal interview schedule, if applicable.
7. POC is Mr Jim Ryan, 405-419-8305, 800-427-6995 ext 305, Fax 405-419-8341, E-Mail RyanJL@usarc-emh2.army.mil.

FOR THE COMMANDER:

- 5 Encls
- 1. Vacancy Listing
  - 2. Transmittal Letter
  - 3. Resume of Service Career
  - 4. Commander's Statement
  - 5. Travel Statement
  - 6. Sample Packet Arrangement

**//ORIGINAL SIGNED//**  
JIMMIE D. BIGGS  
COL, GS, USAR  
Deputy Chief of Staff, G-1

**DISTRIBUTION:**

Cdr, 95TH Div (IT) Brigades  
Cdr, USARC, ATTN: AFRC-PRO-C, 1401 Deshler Street, Ft McPherson, GA 30330  
Cdr, AR-PERRCOM, ATTN: ARPC-OMP-O, 9700 Page Avenue, St Louis, MO 63132-5200  
Cdr, 75<sup>th</sup> Div (EX), ATTN: AFRC-TOK-PR, 1850 Old Spanish Trail, Houston, TX 77054  
Cdr, 78<sup>th</sup> Div (EX), ATTN: AFRC-TOK-PR, 91 Truman Dr South, Edison, NJ 08817-2487  
Cdr, 80<sup>th</sup> Div (IT), ATTN: AFRC-TVA-O, 6700 Strathmore Rd, Richmond, VA 23237  
Cdr, 84<sup>th</sup> Div (IT), ATTN: AFRC-TWI-AA, 4828 W. Silver Spring Dr, Milwaukee, WI 53218  
Cdr, 87<sup>th</sup> Div (EX), ATTN: AFRC-EAL-PE, 1400 Golden Acorn Dr, Birmingham, AL 35244  
Cdr, 91<sup>st</sup> Div (EX), ATTN: AFRC-TOK-PR, Bldg 602, Murray Circle, Ft Baker, CA 94965

AFRC-TOK-PR

SUBJECT: Announcement of Staff Officer Vacancies

DISTRIBUTION (Con't)

Cdr, 98<sup>th</sup> Div (IT), ATTN: AFRC-TNY, 2035 Goodman St N Rochester, NY 14609  
Cdr, 100<sup>th</sup> Div (IT), ATTN: AFRC-TOK-PR, 3600 Century Div Way, Louisville, KY 40205  
Cdr, 104<sup>th</sup> Div (IT), ATTN: AFRC-TOK-PR, Bldg 987, Vancouver, WA 98661  
Cdr, 108<sup>th</sup> Div (IT), ATTN: AFRC-TOK-PR, 1330 Westover St, Charlotte, NC 28205  
Cdr, 63<sup>rd</sup> RRC, ATTN: AFRC-CCA, 1120 Lexington Dr, Los Alamitos, CA 90720  
Cdr, 70<sup>th</sup> RRC, ATTN: AFRC-TOK-PR, 4575 36<sup>th</sup> Avenue West, Seattle, WA 98199  
Cdr, 77<sup>th</sup> RRC, ATTN: AFRC-CNY-PRA, Ft Totten, NY 11359  
Cdr, 81<sup>st</sup> RRC, ATTN: AFRC-TOK-PR, 255 W Oxmoor Road, Birmingham, AL 35209  
Cdr, 88<sup>th</sup> RRC, ATTN: AFRC-CMN-PER, 506 Roeder Cr, St Paul, MN 55111  
Cdr, 89<sup>th</sup> RRC, ATTN: AFRC-TOK-PR, 2600 Woodlawn, Wichita, KS 67720  
Cdr, 90<sup>th</sup> RRC, ATTN: AFRC-CAR-PRR, 8000 Camp Robinson Road, N Little Rock, AR 72118  
Cdr, 94<sup>th</sup> RRC, ATTN: AFRC-CMA-PR-P, 695 Sherman Ave, Ft Devens, MA 01433  
Cdr, 96<sup>th</sup> RRC, ATTN: AFRC-CUT, Bldg 103, Salt Lake City, UT 84113  
Cdr, 99<sup>th</sup> RRC, ATTN: AFRC-CPA-, 5 Lobaugh St, Oakdale, PA 15071  
Cdr, First US Army, ATTN: AFKA-PR, Ft Gillem, Forest Park, GA 30050-7000  
Cdr, Third US Army, ATTN: AFRD-CS, Ft McPherson, GA 30330-7000  
Cdr, Fifth US Army, ATTN: AFKB-PR, Ft Sam Houston, TX 78234-7000  
Cdr, 19<sup>th</sup> TAACOM, ATTN: AFRC-TAIA-PE, 225 East Army Post Road, Des Moines, IA 50315  
Cdr, 377<sup>th</sup> TAACOM, ATTN: AFRC-SBLA, 5010 Leroy Johnson Dr, New Orleans, LA 70146

**VACANCIES**  
**DECEMBER 2004 BOARD**

<b><u>RANK</u></b>	<b><u>POSITION</u></b>	<b><u>SECTION</u></b>	<b><u>BRANCH/FA</u></b>	<b><u>VACANCY DATE</u></b>
<b>COL</b>	<b>DCS – FORCE DEV</b>	<b>SPECIAL</b>	<b>IM/50A*</b>	<b>Upon Selection</b>
<b>LTC</b>	<b>DCS – FORCE STR</b>	<b>SPECIAL</b>	<b>IM/O1A</b>	<b>February 05</b>
	<b>DIVISION CHIEF</b>			
<b>MAJ</b>	<b>DCS-FORCE STR</b>	<b>SPECIAL</b>	<b>IM/50A*</b>	<b>Upon Selection</b>
	<b>MGMT OFF</b>			
<hr/>				
<b>LTC</b>	<b>DCS-G3</b>	<b>G3</b>	<b>IM/O1A</b>	<b>Upon Selection</b>
	<b>SCHOOLS OFFICER</b>			
<b>MAJ</b>	<b>DCS-G3 - PHYSICAL</b>	<b>G3</b>	<b>MP/31A</b>	<b>Upon Selection</b>
	<b>SECURITY OFFICER</b>			
<hr/>				
<b>LTC</b>	<b>INTERNAL REVIEW</b>	<b>SPECIAL</b>	<b>IM/O1A</b>	<b>Upon Selection</b>

**\* APPLICANT MUST HAVE AOC OF 50A OR ATTEND TRAINING  
TO ACQUIRE 50A AOC**

## **TRANSMITTAL LETTER EXAMPLE**

Date

**JEFFERSON, Thomas E., 000-000-000, COL**

**SUBJECT: Announcement of Staff Officer Vacancy**

**President  
HQ, 95<sup>th</sup> Division (IT) Officer Vacancy Selection Board  
ATTN: AFRC-TOK-PR (Mr Jim Ryan)  
5316 S. Douglas Blvd  
Oklahoma City, OK 73150-9704**

**1. Reference subject memorandum dated (Date), announcing an officer vacancy within the 95th Division (IT). I would like to be considered for the following position:**

**As advertised in referenced memorandum**

**( If applying for more that one position, list all positions in order of precedence (one packet)**

**2. Under the provisions of AR 140-10 and in accordance with subject memorandum this transmittal letter and the following enclosures are submitted for consideration and review:**

- a. Official Photograph**
- b. Resume of Service Career**
- c. DA Form 2B**
- d. DA Form 2-1**
- e. Officer Evaluation Reports (last 3)**
- f. Commanders Statement**
- g. Mileage Statement**

**3. If additional information is required I may be reached at the following telephone numbers: Home-432-555-1212 or Business-432-555-1010**

**7 Encls  
as**

**THOMAS E. JFFERSON  
LTC, IN, USAR**

**RESUME OF SERVICE CAREER  
of  
JEFFERSON, THOMAS EDWARD, Colonel (USAR)**

DATE AND PLACE OF BIRTH 4 July 1940, Jefferson, Iowa

YEARS OF COMMISSIONED SERVICE Over 28 Year

PRESENT ASSIGNMENT, Control Group (Individual Mobilization Augmentee)

CURRENT OCCUPATION Executive Vice President, DFS Corporation

**MILITARY SCHOOLS ATTENDED**

Infantry School, Officer Basic Course (Resident)

Quartermaster School, Officer Advanced Course (Nonresident)

Command and General Staff College (Nonresident)

National Defense University, National Security Management  
Course (Nonresident)

Army War College (Enrolled)

**EDUCATIONAL DEGREES**

University of Iowa, Iowa City, Iowa - BA Degree - Political Science

Antioch School of Law, Washington, DC - JD - Law

**MAJOR DUTY ASSIGNMENTS**

FROM	TO	ASSIGNMENT
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USAR - Not on Active Duty

Jun 66	Jan 67	Control Group (Annual Training)
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Active Duty

Jan 67	Apr 67	Student, Infantry School, Fort Benning
May 67	Jun 67	Casual Status
Jun 67	Oct 68	Platoon Leader, Company C, 701st Engineer
Battalion (Combat),		16th Infantry Regiment - Vietnam

**USAR - Not on Active Duty**

Oct 68	May 75	Control Group (Reinforcement)
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May 75      Aug 75      Student, USAR Schools

ENCL 3

JEFFERSON, Thomas E., Colonel (USAR)

ARNG - Not on Active Duty

Aug 75      Sep 76      Assistant S-4, 1st Battle Group - Ohio (show state)

MAJOR DUTY ASSIGNMENTS

FROM      TO      ASSIGNMENT

USAR - Not on Active Duty

Oct 76	Jan 79	Plans & Policy Officer (IMA), Fort Huachuca
Jan 79	Dec 85	Plans & Policy Officer, 103d Corps Support
Command, Des Moines, Iowa		
Jan 86	Dec 88	Executive Officer, 3d Battalion, 75th Field Artillery,

USAR-AGR

Jan 89	Dec 92	Staff Officer, Personnel Division, Office of the Chief,
Army Reserve,		Washington, DC

USAR - Not on Active Duty

Jan 93	Present	Operations Staff Officer (IMA), Office of the Chief
of Operations,		Washington, DC

PROMOTIONS

DATES OF APPOINTMENT

Rank	Component	Date
2LT	USAR	07 Jun 66
1LT	AUS	23 Jan 68
CPT	USAR	14 Mar 72
MAJ	USAR	14 Mar 79
LTC	USAR	14 Mar 86
COL	USAR	14 Mar 91

U.S. DECORATIONS AND BADGES

Bronze Star

Meritorious Service Medal with Two Oak Leaf Clusters

Army Reserve Components Achievement Medal with Two Oak Leaf Clusters

National Defense Service Medal

Vietnam Service Medal with Four Bronze Service Stars

Army Service Ribbon

Republic of Vietnam Gallantry Cross with Palm Unit Citation Badge

(Put addendum on a separate page)

**ADDENDUM TO RESUME OF SERVICE CAREER**

THOMAS E. JEFFERSON, Colonel (USAR)

CURRENT OCCUPATION: Executive Vice President, DES Corporation,  
Gaithersburg, Maryland

NATURE, SCOPE, AND EXTENT OF RESPONSIBILITIES:

Has overall responsibility for design, construction, and marketing of a line of luxury travel trailers sold throughout the United States, Canada and Mexico. Supervises a staff of three vice presidents and has overall responsibilities for 200 employees at three locations. Annual operating budget for 1994 is in excess of \$10 million. Position requires world-wide travel to customer locations.

(Signature of officer and date)



**ADDENDUM B TO RESUME OF SERVICE CAREER  
EXPLANATION OF COMMAND EQUIVALENCY (OPTIONAL)**

THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR)

**A. Position/assignments (military and civilian) submitted for consideration as equivalent to battalion commander or higher.**

Indicate the amount of time you served in each position to the right of each entry.

1. List assignment such as assistant division commander, chief of staff, commander of a brigade in the Total Army School System, or duty of a command authorized a general officer, which you believe should be considered as experience equivalent to command.
2. Identify key assignments or civilian experience for consideration as equivalent to command experience.
3. Officers serving in one of the special branches without command opportunities will identify assignment of significant responsibility or other civilian experience which attests to the officer's technical expertise, executive level experience or achievement within the profession.

**B. Justification**

Here you must explain why you feel the positions you listed above are equivalent to battalion command or higher. In all cases, you must structure your explanation so that the experience you are using as command equivalent ties into what a battalion, brigade or group commander would do in the United States Army Reserve.

\* Command experience as battalion level or higher which totals two years for command in the Reserve Components or one year of such command while serving in the Active Component.

## COMMANDER'S STATEMENT

NAME OF OFFICER \_\_\_\_\_  
(Last, First, MI)

RANK \_\_\_\_\_ SSN \_\_\_\_\_ DOB \_\_\_\_\_

### ARMY PHYSICAL FITNESS TEST

Date of last testing: \_\_\_\_\_  
Results (Passed/Failed) \_\_\_\_\_  
If failed, status \_\_\_\_\_

If an alternate APFT was administered a copy of the profile is attached Yes No NA

Documentation to substantiate cause if APFT not taken due to medical reasons  
Yes No NA

### WEIGHT STANDARDS:

AGE \_\_\_\_\_ Current Height: \_\_\_\_\_ Current Weight \_\_\_\_\_ Max Allowable Weight \_\_\_\_\_

\*If standards exceeded include either DA Form 5500-R, Body Fat Content Worksheet (Male) or DA Form 5501-R, Body Fat Worksheet (Female), as appropriate. Yes No NA

I certify that I have personally verified all information contained herein.

\_\_\_\_\_  
(SIGNATURE OF OFFICER'S IMMEDIATE  
COMMANDER)

\_\_\_\_\_  
(TYPED OR PRINTED NAME, GRADE AND DUTY  
TITLE)

\_\_\_\_\_  
(Date)

Figure A-2-Commander's Statement

Encl 4

STATEMENT OF TRAVEL DISTANCE

**Mileage from my home address to the Staff Position being consider is**

**Approximately \_\_\_\_\_miles. If selected for assignment, method of**

**Travel will be by \_\_\_\_\_.**

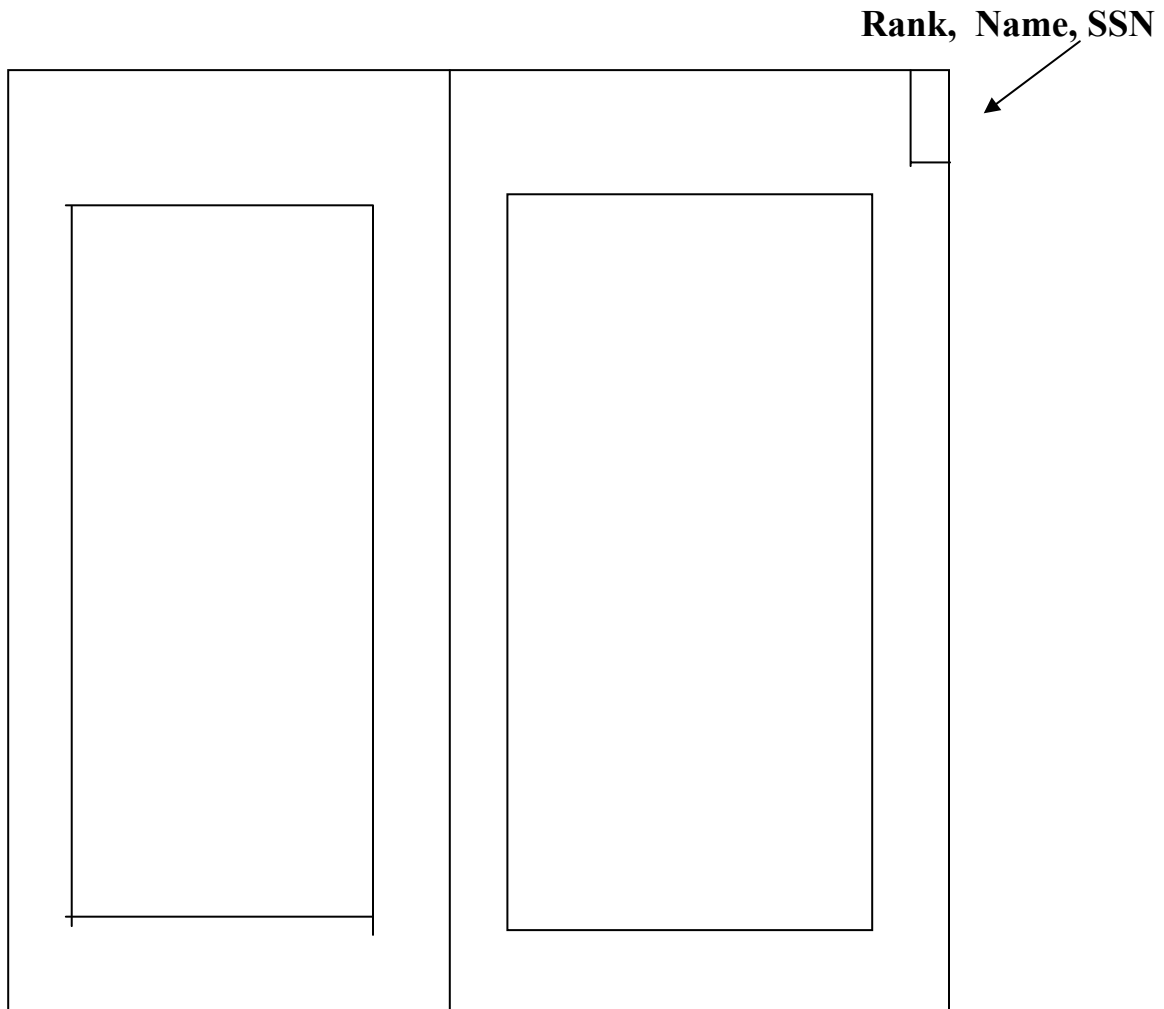
**I will be available to participate in all administrative and MUTA drills,  
regardless of distance.**

\_\_\_\_\_  
**(SIGNATURE)**

\_\_\_\_\_  
**(TYPED OR PRINTED NAME, GRADE, SSN)**

\_\_\_\_\_  
**(DATE)**

## SAMPLE ARRANGEMENT OF APPLICATION PACKET



**Documents will be in a manila folder arranged as follows with the first item shown on top:**

**a. On the RIGHT SIDE under prong fastener w/o top.**

- 1) Photograph**
- 2) Resume of Service Career**
- 3) 2B (PQR)**
- 4) DA Form 2-1**
- 5) Last 3 OER's**
- 6) Commander's Statement**
- 7) Mileage Statement (if applicable)**

**b. Stapled on the LEFT SIDE. (Staples will be pointed towards the inside of packet)**

- 1) Transmittal Letter**

**Encl 6**